



**MINUTES
WISWELL PARISH COUNCIL
ZOOM MEETING
Tuesday 5 January 2021 at 6.30PM**

IN ATTENDANCE:

Cllrs Mr Alan Scholfield (Chairman), Mrs Maureen Robinson (Vice-Chairman), Mr Robert Thompson, Mrs Susan Stanley, Mr Steve Houghton and Ms Lynne Olesinski (Parish Clerk).

050121/01 TO RECEIVE APOLOGIES FOR ABSENCE

Not applicable.

050121/02 TO RECEIVE DECLARATION(S) OF INTEREST

None received.

050121/03 TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 3 NOVEMBER 2020 AND 1 DECEMBER 2020

RESOLVED: The above Minutes were APPROVED and signed as a correct record.

050121/04 TO CONSIDER ANY MATTERS ARISING

Ribble Valley In Bloom Grant

RESOLVED: the Vice-Chairman would forward receipts in respect of extensive bulb planting to the Parish Clerk for onward transmission to Ribble Valley Borough Council.

050121/05 TO RECEIVE, DISCUSS AND ACTION FURTHER INFORMATION RECEIVED IN RESPECT OF DELEGATED POWERS

Notwithstanding Minute 011220/03 (Extra-Ordinary Meeting dated 1 December 2020 refers), further information had been received by the Parish Clerk who in turn had e-mailed the same to the members on the 21 December 2020, for consideration.

RESOLVED: the Parish Council delegated authority to the Parish Clerk to action matters of importance and urgency, after consulting with the Chairman and/or Vice-Chairman. Such action to be reported to the Parish Council at the next meeting.

050121/06 TO RECEIVE AND APPROVE AS A CORRECT RECORD THE 2020/21 ACCOUNTS TO DATE AND AUTHORISE PAYMENTS

(a) Accounts 2020-2021

RESOLVED: the above accounts (previously circulated via email for consideration by the Parish Councillors, together with the up-to-date Barclays Bank Statement) were APPROVED as a correct record. The balance at the bank (as per Bank Statement made up to 18 December 2020) is £4840.41.

(b) Payments 2020-2021

CHEQUE NO	PAYEE	DETAILS	INVOICE/MINUTE REF	AMOUNT £ (inc vat)
100938	Whalley, Wiswell and Barrow JBC	Levy		74.00
100939	Lynne Olesinski	Salary November 2020 plus expenses etc		499.00

100940	Lynne Olesinski	Salary November 2020 plus expenses etc	361.66
100941	Lynne Olesinski	Salary November 2020 plus expenses	14.30
100942	Lynne Olesinski	Salary December 2020 plus expenses	346.66

RESOLVED: the above cheques were APPROVED and authorised for payment.

050121/07 TO CONSIDER AND AUTHORISE PAYMENT/AND OR CONTRIBUTION OF THE FOLLOWING:

- (a) Membership of the Society of Local Council Clerks
- (b) Training via LALC for Parish Clerk
- (c) Payment of CALC course/qualification for Parish Clerk

RESOLVED: the Parish Clerk to obtain further information in respect of the above and bring the same to the next meeting for consideration.

050121/08 TO RECEIVE AN UPDATE RE ASSET REGISTER

RESOLVED: the Parish Clerk to include the suggested commentary provided via e-mail dated 4 January 2021 by the Chairman. However, further work was required which would be provided by the Chairman in due course.

050121/09 TO DISCUSS AND ACTION A CONTRACT OF EMPLOYMENT FOR THE PARISH CLERK AND OTHER PROCEDURES SUCH AS GRIEVANCE AND DISCIPLINARY PROCEDURES

RESOLVED: the Parish Clerk to circulate a draft Contract of Employment, together with Grievance and Disciplinary Procedures to all members for consideration.

050121/10 TO RECEIVE AN UPDATE RE GENERAL WORKS AROUND THE VILLAGE

As per the Chairman's Pre-Meeting Notes dated 4 January 2021 circulated to the members for information prior to the meeting.

COMMENT: Update noted.

050121/11 TO RECEIVE AN UPDATE RE REGISTRATION OF CORONATION GARDEN

The Parish Clerk reported that she had provided all necessary documentation required to Forbes Solicitors.

RESOLVED: the Parish Clerk to forward the relevant map showing the boundary concerned provided by Cllr Thompson to Forbes Solicitors.

050121/12 TO RECEIVE AN UPDATE RE WEBSITE AND WEBSITE ACCESSIBILITY

The Parish Clerk reported that she had still to meet with the Website provider. However, this was proving difficult due to his workload and restrictions surrounding Covid 19.

RESOLVED: the Parish Clerk would contact the Website provider with a view to arranging a date via Zoom.

050121/13 TO RECEIVE AN UPDATE RE PENDLE HILL LANDSCAPE FUND – MOLLY'S WELL

COMMENT: On-going.

050121/14 TO RECEIVE AND UPDATE RE BOUNDARY STONE AT WISWELL SHAY

COMMENT: On-going.

050121/15 TO RECEIVE AN UPDATE RE LENGTHSMAN

COMMENT: Nothing to report.

050121/16 TO RECEIVE AN UPDATE RE PUBLIC RIGHTS OF WAY (PROW) AND DISCUSS/ACTION PATH IMPROVEMENT FUNDING – PEAK AND NORTHERN FOOTPATHS SOCIETY (PNFS)

As per the Chairman's Pre-Meeting Notes dated 4 January 2021 circulated to the members for information prior to the meeting.

COMMENT: report noted.

050121/17 TO RECEIVE A REPORT REGARDING PLANNING APPLICATIONS RELATING TO WISWELL AND/OR ANY UNAUTHORISED PLANNING

A brief report was given by the Chairman re Wiswell Shay, following which, discussions ensued in connection with a complaint.

RESOLVED: in future, any information received in respect of Parish Council matters be circulated to all members.

050121/18 TO RECEIVE REPORTS FROM THE FOLLOWING:

- (a) **Whalley, Wiswell and Barrow JBC:** nothing substantive to report.
- (b) **Lancashire Association of Local Councils:** due to Covid 19 no meetings had taken place.
- (c) **Parish Liaison Committee:** Ribble Valley Borough Council Zoom meetings to take place on 28 January and 1 April 2021.
- (d) **Whalley Education Foundation:** as per the Chairman's Pre-Meeting Notes dated 4 January 2021 circulated to the members prior to the meeting.

COMMENT: reports noted.

050121/19 TO RECEIVE A REPORT RE FLOODING WITHIN WISWELL

As per the Chairman's Pre-Meeting Notes dated 4 January 2021 circulated to the members for information prior to the meeting.

COMMENT: report noted.

050121/20 TO DISCUSS HIGHWAY MATTERS AND PROGRESS WITH FAULTS REPORTED TO LCC HIGHWAYS

RESOLVED: nothing substantive to report, however the Parish Clerk to re-send e-mails to the members.

050121/21 TO DISCUSS LCC POTHOLES CAMPAIGN

As per the Chairman's Pre-Meeting Notes dated 4 January 2021 circulated to the members for information prior to the meeting.

COMMENT: report noted.

050121/22 TO DISCUSS BEST KEPT VILLAGE COMPETITION 2021

As per the Chairman's Pre-Meeting Notes dated 4 January 2021 circulated to the members for information prior to the meeting.

COMMENT: report noted.

050121/23 TO RECEIVE AN UPDATE RE THE FREEMASONS/VICARAGE FOLD

As per the Chairman's Pre-Meeting Notes dated 4 January 2021 circulated to the members for information prior to the meeting.

Cllr Thompson also gave an update regarding Vicarage Fold whereupon he noted he was in constant communication with the Ribble Valley enforcement team and would be meeting with officers during the course of next week. He also suggested if anyone had aerial photographs of the tables and chairs to forward them to him. The true status of the thoroughfare was still being pursued.

COMMENT: reports noted.

050121/24 TO RECEIVE AN UPDATE RE PSPO

COMMENT: awaiting results from Ribble Valley Borough Council following re-advertising.

050121/25 TO CONSIDER PUBLICATION OF A SUMMER 2021 NEWSLETTER

RESOLVED: the Parish Clerk, with assistance from Cllr Houghton, would endeavour to produce the above prior to the Parish Council meeting in May 2021.

050121/26 TO RECEIVE AN UPDATE RE ARCHIVES

The Parish Clerk reported that due to pressing work priorities in respect of the Parish Council, this matter would be attended to as soon as possible.

COMMENT: report noted.

050121/27 TO DISCUSS/TAKE ACTION RE GENERAL CORRESPONDENCE

The Parish Clerk had circulated to the members (for information), a list of correspondence received.

RESOLVED: in future pre-Agenda meetings would be held between the Parish Clerk and Chairman re preparation of Agendas.

050121/28 TO DISCUSS ANY OTHER BUSINESS

- (a) **23 Pendleton Road:** the Vice-Chairman reported concerns in respect of missing tape, uprights and a larger hole appearing at the site and suggested these be reported.
- (b) **Road Sweeper – Back Lane:** the Vice-Chairman reported concerns in respect of lack of sweeping and gritting.

RESOLVED: (a) and (b) the Parish Clerk to contact Ribble Valley Borough Council re the concerns outlined above.

050121/29 DATE OF NEXT MEETING

Tuesday 2 March 2021.

The Chairman thanked everyone for attending and closed the meeting at 20.10pm.

SIGNED.....

DATED.....